

MAIL CLERK

PURPOSE AND NATURE OF WORK

This position consists of moderately complex, responsible work involving the processing and delivering of inter-office communications and postal service correspondence for various City-Parish agencies. Work involves a variety of duties such as mail pick-up, sorting, delivery, and the operation of postage weight and metering equipment. Work also involves lifting and carrying heavy packages, bundles of mail and other related materials, as well as exposure to varying weather conditions. Work is performed with relative independence under the general supervision of the Communications Supervisor, and is not supervisory.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Picks up and sorts letters, packages, etc. from the U. S. Post Office. Delivers incoming mail and inter-office communication to various offices on an established route using an assigned vehicle. Picks up and sorts outgoing mail, packages, etc. and inter-office communication from each office. Determines the amount of postage necessary for outgoing mail and affixes the correct postage using a postage scale, postage rate sheet and a postage metering machine. Calculates the amount of postage used daily by each agency. Records the total postage costs by agency and account number on a standard cost sheet. Pays for postage-due mail for all agencies, and accounts for all monies paid out. Obtains signatures and keeps records and receipts of all certified and insured mail delivered to the post office and/or City-Parish agencies.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Ability to learn simple repetitive tasks in a reasonable period of time.
Ability to make simple arithmetical calculations and to write legibly.
Ability to understand and follow routine oral and written instructions.
Ability to read postal zone and rate charts and operate a postage scale and metering machine.
Ability to lift and carry packages and loads up to 70 pounds.
Ability to establish and maintain effective working relationships with other employees and the general public.
Skill in the operation of a light automotive vehicle.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school, or any equivalent combination of training and experience.

NECESSARY SPECIAL QUALIFICATION

Possession of a valid Louisiana driver's license.